

Town of Barrington

Request for Proposals

Audit Services for

Auditing the Town of

Barrington's Financial

Statements

For Years Ending December 31, 2015, 2016, 2017

Certified Public Accountants and CPA firms are hereby invited to submit proposals for audit services for years ending December 31, 2015, 2016, and 2017. The CPA audit of the financial statements of the town will be done in accordance with auditing standards generally accepted in the United States of America. An audit involves performing procedures including assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements and the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management as well as evaluation the overall presentation of the financial statements. The proposals are due in a sealed envelope marked "Audit Services RFP" by October 26, 2015 at 3 PM at the Town Offices, located at 333 Calef Highway, Barrington, NH but with a mailing address Post Office Box 660, Barrington, NH 03825. 6 copies of the proposal are required.

Questions should be directed to John Scruton, Town Administrator. (barringtonta@gmail.com), 603 664-7395 or Finance Director Norma McCulloch (Selectman@metrocast.net), (603) 664-0152. Other forms of submission such as fax or email will be rejected. Proposals received after the deadline can be rejected.

Proposal Openings:

Proposals will be opened publicly at a regular meeting of the Selectmen currently scheduled for the Barrington Middle School, Haley Drive on October 26, 2015 at 6:30 PM. Proposals will be taken under advisement at that time and will be awarded as soon as a complete review and comparison of the proposals received has been made by the Board.

Proposal Award:

The proposal(s) will be formally awarded and announced publicly at a regular scheduled Meeting of the Board of Selectmen. Formal notification of proposal award to all proposers will occur immediately thereafter.

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RFP Prices:

RFP prices are to remain in effect for a period of 30 days from opening date of the proposal and are to remain firm once proposal is awarded to the successful proposer(s). The price shall be a "not to exceed" for doing the audit.

Performance Clause:

In the event that either the successful-awarded-provider or the Town of Barrington should default in the observance of the stipulations set forth in this Request for Proposal and any attachments thereto and such default is not corrected within thirty days of written notice from either party, the successful-awarded-provider or the Town of Barrington shall have the option of canceling the bid.

Insurance:

The successful-awarded-provider shall provide the Board of Selectmen a Certificate of Insurance, per the attached schedule, prior to commencement of any work.

The provider shall maintain at all times during the life of this contract the following insurance coverage. The provider must also require its subcontractors to maintain such coverage.

Workers Compensation Insurance: The provider shall carry workers compensation insurance as required by the State of New Hampshire

Comprehensive General Liability Insurance: The provider shall maintain a broad form comprehensive general liability insurance policy in an amount of no less than \$1,000,000 combined single limit per occurrence.

Motor Vehicle Insurance: The provider shall carry motor vehicle insurance to include bodily injury, property damage, uninsured motorist, and employer's non-ownership coverage in an amount of no less than \$1,000,000 combined single limit per occurrence.

The Town of Barrington must be named as an additional insured on the Comprehensive General Liability Insurance. Provider shall provide an insurance certificate confirming the above insurance coverage and such endorsement. The insurance certificate and the underlying insurance coverage shall be issued by the carrier authorized to do business in the State of New Hampshire and having A.M Best Company rating of "A" or better

The provider shall have professional insurance/errors and omissions insurance with limits of not less than \$1,000,000 each occurrence, where applicable.

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NOTE:

The Board of Selectmen reserves the right to accept or reject any and all proposals or parts thereof, to accept the proposal(s) which it deems to be in the best interest of the Town of Barrington, to determine what constitutes a conforming RFP, and to waive any proposal formality or irregularity that it considers not material to the RFP. Experience with municipal audits is critical and a list of relevant references is requested.

AUDIT:

Preliminary work to include any internal control review and transaction testing shall be done throughout the contract period. The Town has contracted with Roberts and Greene, PLLC for the prior 4 years including the year ending 2014 for audits. The most recent one can be viewed on the town's webpage www.barrington.nh.gov as well as other financial information on the town.

The Audit of the financial statements needs to be completed by June 30 for calendar years ending 12/31/2015, 12/31/2016 and 12/31/2017. A pdf copy of the final audit product needs to be sent to the Town by July 15 with bound printed copies sent by August 1 following the end of the calendar year audited.

The Financial Audit

Required audit services consist of an audit of all funds performed in accordance with the Generally Accepted Auditing Standards (GAAS), GAO's Government Audit Standards and other relevant publications and legal requirements.

Other

The Town requires that all costs be proposed on a "not to exceed basis". The town would like a breakdown of your fees for any separate work requested beyond the scope of the audit, such as assistance with the numbers for the Ms5. If any service or description of activities appears to be incomplete inaccurate, or overlooked, please define and quote as part of your response to this Request for Proposal. Also include a description of other services you may provide to the Town and quote your rate for providing these other auditor services that may arise.